



LIBRARY INTRODUCTION FOR NEW POSTGRADUATE STUDENTS

PREPARED BY: REFERENCE DIVISION, PERPUSTAKAAN SULTAN ABDUL SAMAD



<http://www.lib.upm.edu.my>



Katalog Perpustakaan/Library Catalog



Perpustakaan
Sultan Abdul Samad
Library



Search

Keyword

Search for library catalog

All libraries

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WELCOME TO PERPUSTAKAAN SULTAN ABDUL SAMAD (PSAS), UNIVERSITI PUTRA MALAYSIA

Welcome to Perpustakaan Sultan Abdul Samad (PSAS), Universiti Putra Malaysia (UPM). UPM WebOPAC is computerized online catalogue of the materials held in library. The OPAC consist of an index of the bibliographic data cataloged in the system, offering a variety of search capabilities such as the author/ title/ call number/ subjects, together with an interactive request and renewal functionality.

NEW BOOK SHOWCASE 2022



KOHA WebOPAC



LIBRARY
service hours

MAIN LIBRARY		
DAY	SERVICE HOUR (DURING SEMESTER)	SERVICE HOUR (SEMESTER BREAK)
MONDAY - FRIDAY	8.30 AM – 10.45 PM	8.30 AM – 6.45 PM
SATURDAY (2 ND & 4 TH WEEK)	8.30 AM – 3.45 PM	8.30 AM – 3.45 PM
SUNDAY	8.30 AM – 3.45 PM	CLOSED
PUBLIC HOLIDAY	CLOSED	CLOSED

MEDICINE & HEALTH SCIENCES LIBRARY	
DAY	SERVICE HOUR
MONDAY - FRIDAY	8.30 AM – 08.45 PM
SATURDAY	8.30 AM – 3.45 PM
SUNDAY & PUBLIC HOLIDAY	CLOSED

ENGINEERING & ARCHITECTURE LIBRARY		
DAY	SERVICE HOUR (DURING SEMESTER)	SERVICE HOUR (SEMESTER BREAK)
MONDAY - FRIDAY	8.30 AM – 8.45 PM	8.30 AM – 4.45 PM
SATURDAY, SUNDAY & PUBLIC HOLIDAY	CLOSED	CLOSED

PERPUSTAKAAN PERUBATAN VETERINAR		
DAY	SERVICE HOUR (DURING SEMESTER)	SERVICE HOUR (SEMESTER BREAK)
MONDAY - FRIDAY	8.30 AM – 5.45 PM	8.30 AM – 4.45 PM
SATURDAY, SUNDAY & PUBLIC HOLIDAY	CLOSED	CLOSED

BINTULU CAMPUS LIBRARY (SARAWAK)		
DAY	SERVICE HOUR (DURING SEMESTER & SEMESTER BREAK)	SERVICE HOUR (EXAM WEEK)
MONDAY - FRIDAY	8.00 AM – 5.00 PM	8.00 AM – 5.00 PM
SATURDAY	CLOSED	9.00 AM – 5.00 PM
SUNDAY & PUBLIC HOLIDAY	CLOSED	CLOSED

- Service counter for all libraries will be **closed during break hours**.
- Service hours are subject to change and any notice of changes will be displayed on the library website and notice board at the library entrance.



LOAN SERVICES



UPM STUDENTS

LOAN ELIGIBILITY / PERIOD

Post-graduate Students (Master / PhD)



20 copies **30** days

Clinical Medical Students (Bachelor / Doctor)



10 copies **30** days

Degree Students (Bachelor / Executive)



10 copies **14** days

Diploma / Foundation Students



6 copies **14** days

Distance Learning Students



10 copies **30** days

Special Course (Short Term Course)



2 copies **14** days



LIBRARY FACILITIES



Wireless Internet

Library offer free wireless internet access (WiFi). Bring in your laptop, tablet or smartphone to access the internet.



Graduate Wing

Post graduate students may use the space and facility for their learning and research activities.



Book Drop

It allows library's users to return books at any time, even if a library is closed.



Self-Check Machine

Self-check machine allow users to borrow library books without assistance from the library staff.



Facilities for Person with Disabilities

Library provides services and facilities for students with disabilities. Among the facilities provided are special parking, special route – ramp, Braille service room and accessible toilet.



Digital Reading Area

This area provides iPad facilities for users to access internet and library's electronic collections.



JomPrint@Lib

Photocopying, scanning, printing, facsimile, binding, laminate services and souvenir sales are available at JomPrint@Lib.



Discussion Room

Discussion Rooms are provided for group study and discussions only.



Carrels

Carrel room is for individual usage. This facility can be used for academic staff and graduate students only.



Electronic Reference Room

Users can use computer to access the Internet, Library catalog and online databases to find the information they need.



Training Rooms

The Library has two rooms equipped with computer for teaching, training, workshops, courses, lectures and other activities organized by the Library.



Auditorium

The library provides auditorium for screening of videos, films, etc. to facilitate learning, teaching and research. Reservations for the use of the Auditorium should be made by the lecturer or his representative only.



Audio Visual Rooms

Audio Visual Rooms for video screening, information search from CD-ROMs, diskettes, slides, film strips and cassette listening.



Prayer Room

The Library provides prayer room for Muslim users.



Lockers

The Library provides lockers available for rental on a monthly basis at RM2.00 per month. Requests can be made at the Circulation Counter, Level 1, Block A.



Student Pantry

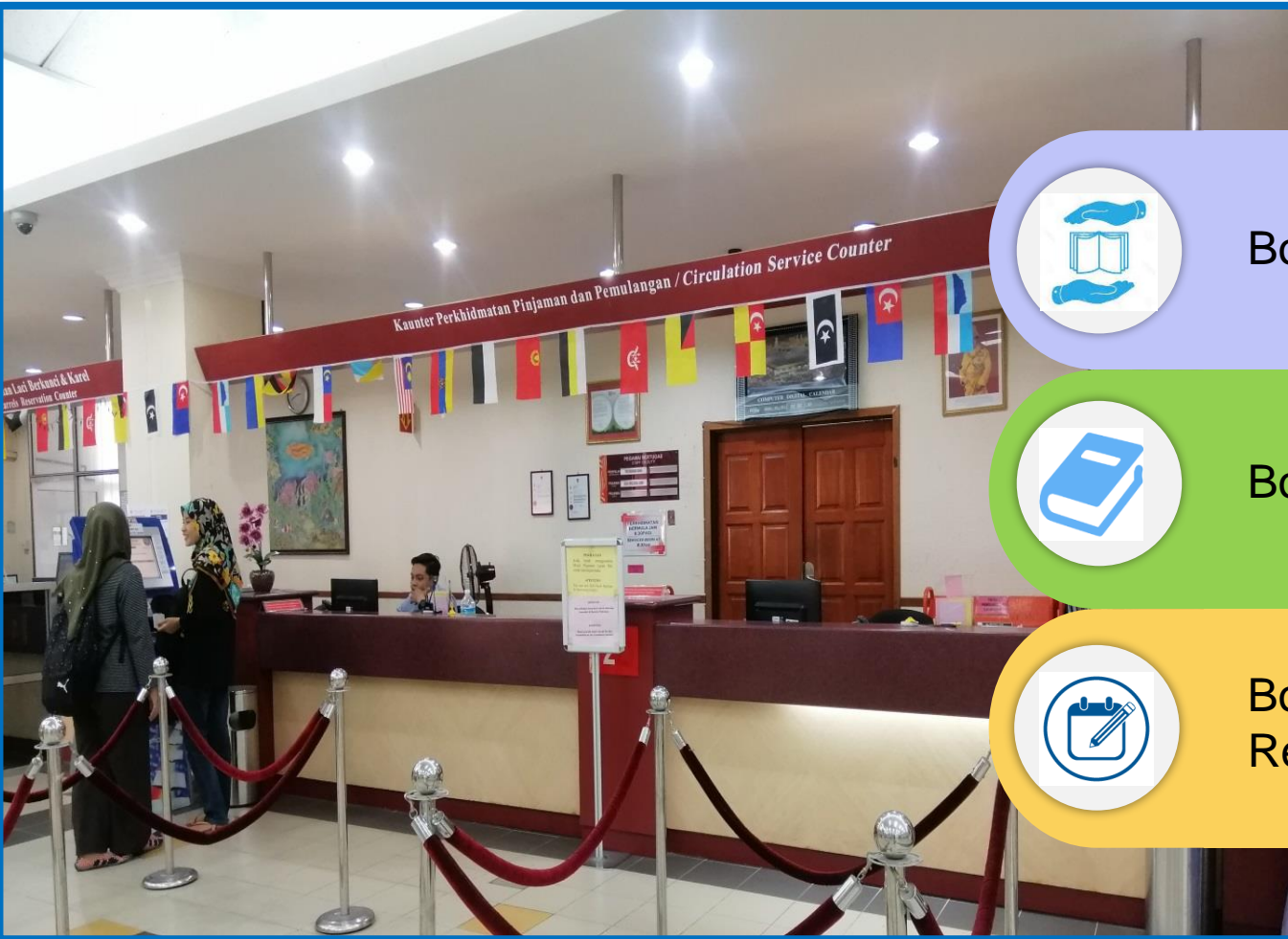
Students allow to eat and drink at the pantry.





LIBRARY SERVICES

CIRCULATION SERVICES



Book Loan



Book Renewal



Book
Reservation

Book Return

Membership

Reservation

- Lockers / Carrels / Discussion Room

READER'S ADVISORY DESK

Librarian / Librarian Assistant on duty will:



Assist you with the library services and facilities.

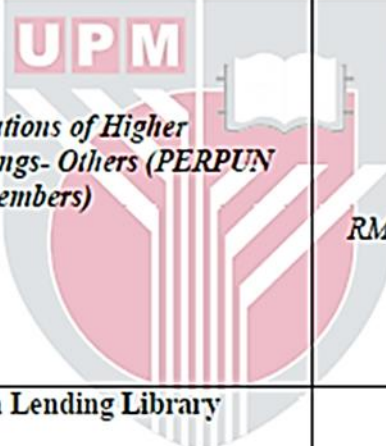


Provide guidance on how to use information resources.



Telephone: 03-9769 8642
WhatsApp: 013-385 5880



SUMBER / SOURCE	SALINAN FOTO / PHOTOCOPY	PINJAMAN BUKU / BOOK LOAN
Institusi Pengajian Tinggi Tempatan (ahli PERPUN) <i>Institutions of Higher Learnings- Local (PERPUN members)</i>	Percuma <i>Free</i>	Percuma <i>Free</i>
Institusi Tempatan Lain (Kecuali PERPUN)  <i>Institutions of Higher Learnings- Others (PERPUN non-members)</i>	RM0.30 /muka surat + RM2.00 /bayaran perkhidmatan bagi setiap artikel + kadar pos (jika ada) <i>Free</i> RM0.30 /page + RM2.00 /service charge per article + postage (if any)	Percuma <i>Free</i>
British Lending Library	RM80.00 / artikel <i>RM80.00 / article</i>	RM100.00 / buku <i>RM100.00 / book</i>
Lain-lain Institusi Other Institutions	Mengikut kadar yang ditetapkan oleh institusi berkenaan <i>Rate based on the amount charged by the supplying institutions</i>	Mengikut kadar yang ditetapkan oleh institusi berkenaan <i>Rate based on the amount charged by the supplying institutions</i>

DOCUMENT DELIVERY SERVICES

Document Delivery Services (DDS) enables users to borrow materials not available at PSAS from other libraries, both local and abroad subject to terms and conditions. Requests are restricted to materials required for study, teaching or research purposes only.

Get the form via [EZaccess](#)

For any enquiries, please contact:

Noor Syafini Zamani
 Senior Librarian
 User Services Division
 Perpustakaan Sultan Abdul Samad
 43400 UPM Serdang
 Tel: 03-9769 8635
 Email: syafini@upm.edu.my



Drive-Thru @PSAS

PERPUSTAKAAN SULTAN ABDUL SAMAD

Operation Hours

Monday - Thursday : 9.30 AM - 6.00 PM

Friday : 9.30 AM - 12.00 PM & 3.00PM - 6.00 PM



Scan the QR Code to view
terms and guide on How To
Request Drive-Thru Service

Any questions or further information
regarding Drive-Thru,
Please call 03 9769 8635 or email to
psasrequest@upm.edu.my

Limited to OPEN SHELVES BOOK in
MAIN LIBRARY Collection Only

01

Browse the
book you
wish to
borrow via
KOHA
WebOPAC
www.elib.upm.edu.my

02

Log in to your
Library Patron
Account and
ADD your
preferred
book to **CART**

03

Request is processed within 2
working days

a) Fill up the
Requestor
Detail

b) Choose
Drive-Thru
from Cart
drop down
menu

c) Click **SEND**

04

User will be notified via email for
successful / unsuccessful
request

Pick up your
book at Post
Graduate
Wing Counter
(Ground
Floor,
Block B)

Book Delivery SERVICE

PERPUSTAKAAN SULTAN ABDUL SAMAD



Scan the QR Code to view terms and steps to request Book Delivery Service

For further information regarding Book Delivery Service, please call 03 9769 8635 or email to psasrequest@upm.edu.my

e-Hailing

1

Browse and place request for the book you wish to borrow via KOHA WebOPAC
www.elib.upm.edu.my

Limited to OPEN SHELVES BOOK in MAIN LIBRARY Collection Only



2

Users will be notified via email for successful / unsuccessful request

Request is processed within 2 working days



3

Book delivery through e-Hailing service

Charges to be borne by the requestor





WHAT IS LITERATURE SEARCH

HOW TO APPLY?

WHO CAN REQUEST

WHAT IS A LITERATURE SEARCH SERVICES ?

Define what you are searching

Decide where to search

Develop a search strategy

Refine your search strategy

Save your search for future use



CHARGES

Registered Members	
Bibliography/abstract	RM 10.00 (1-20 records)
	RM 20.00 (21-50 max records)
Full text	RM 30.00 (1-10 articles)
	RM 50.00 (11-30 max articles)
Printing/ photocopy	RM 0.10 per page

ARE YOU BUSY?
DONT HAVE THE TIME TO SEARCH FOR ARTICLES REQUIRED?
DONT KNOW HOW TO SEARCH AND GET SPECIFIC ARTICLES?

LET US HELP YOU AND WE CAN PROVIDE YOU LITERATURE SEARCH SERVICES

This service provides assistance/advice to all students and staff in information search for their research projects, working papers and coursework. The librarian and librarian assistant will perform literature search on the requested topic using the appropriate databases and will provide a list of references. This is a chargeable service offered by the Reference Division.

For any enquiries, please contact:

Norazira Mohamed
Senior Librarian
Reference Division
Perpustakaan Sultan Abdul Samad
43400 UPM Serdang
Tel: 03-9769 1577
Email: norazira@upm.edu.my



JOM PRINT @ LIBRARY



Service Offered:

- Photocopy
- Printing (black / colour)
- Scanning
- Binding
- Laminate
- Souvenir Sales
- Facsimile

Service Hours

Monday – Thursday : 9.00 am – 12.30 pm

Monday – Thursday : 2.00 pm – 4.30 pm

Friday : 9.00 am – 12.00 pm

Friday : 3.00 pm – 4.30 pm

Saturday, Sunday & Public Holiday: CLOSED

For any enquiries, please contact:

Corporate and Staff Training Division
Perpustakaan Sultan Abdul Samad
43400 UPM Serdang
Tel: 03-9769 7025 / 7021
Fax: 03-9769 4747



INFORMATION LITERACY PROGRAMME

The Information Literacy Programme aims to teach and assist users to effectively utilize all facilities, services and information sources offered by the library. This programme is divided into 3 categories:

1. Library Orientation Sessions

- New postgraduate students
- New undergraduate students

2. Classes on Request

- Min 5/group – physical class
- Min 3/group – online class

3. Scheduled Classes

- Tuesday Classes
- Information Skills Classes (undergraduate)
- Online Databases Training by Publisher

MODULE

Introduction to the Library

Information Search Strategy

Library Catalogue

Online Databases

Mendeley: Beginner

Turnitin

Citation Indexed Journal

Library Tour

DATA SHARING FROM UPM DATA BANK

UPM Data Bank was established as a result of a memorandum of understanding between the Department of Statistics Malaysia (DOSM) and UPM. UPM has delegated the responsibility of managing the micro data services to the Library. Data supplied by DOSM include:

Household Income Survey

- Year 2007, 2009, 2012, 2014, 2016.
- 30% of the number of households with 22 variables.

Household Expenditure Survey

- Year 1998-1999, 2004/2005, 2009, 2014, 2016.
- 30% of the number of households with the number of variables according to the survey.

Labour Force Survey

- Year 1982, 1985, 1988, 1997, 2000, 2003, 2006, 2009, 2012, 2015.
- 30% of the total record of household members who are of working age 15 to 64 years.

Salary and Wages Survey

- Year 2010, 2013, 2016.

Population and Housing Census

- Year 1980, 1991, 2000, 2010.
- 2% of the total Malaysian population data.

Yearly Manufacture

- Year 2003, 2006, 2009, 2012.
- Using Malaysia Standard Industrial Classification (MSIC).
- 30% of the number of individual organizations without weights.

For any enquiries, please contact:

Liza Ab Llah
Senior Librarian
Research and Information Services
Division
Perpustakaan Sultan Abdul Samad
43400 UPM Serdang
Tel: 03-9769 8655
Email: psas_sp@upm.edu.my





BAHAGIAN PERKHIDMATAN PENYELIDIKAN DAN MAKLUMAT /
RESEARCH AND INFORMATION SERVICES DIVISION
PERPUSTAKAAN SULTAN ABDUL SAMAD

BORANG PENGESAHAN STATUS JURNAL DALAM SCOPUS/ JOURNAL CITATIONS REPORT (JCR)/
EXCELLENCE IN RESEARCH FOR AUSTRALIA (ERA)
VERIFICATION FORM OF JOURNAL STATUS IN SCOPUS/ JOURNAL CITATIONS REPORT (JCR)/
EXCELLENCE IN RESEARCH FOR AUSTRALIA (ERA)

Tarikh / Date: 01 Januari 2020

Saya ingin memohon pihak Perpustakaan mengesahkan status jurnal di bawah samada diindeks dalam /
I would like the Library to verify the status of the journals stated below whether indexed in:

<input type="checkbox"/>	Scopus
<input type="checkbox"/>	JCR
<input type="checkbox"/>	ERA

(Sila nyatakan tandakan / Please tick your preferences)

Maklumat Jurnal / Details of Journal:

No.	Judul Jurnal / Journal Title	Penerbit / Publisher	ISSN	Tahun Terbit / Year of Publication
1	International Journal of Automotive and Mechanical Engineering (IJAME)	Universiti Malaysia Pahang Publishing	ISSN: 2229-8649 (Print); ISSN: 2180-1606 (Online)	2016
2				
3				
4				

Maklumat Pemohon / Applicant's Information:

Nama / Name :
No. Matrik / Matric No. :
Fakulti / Faculty :
Program / Programme :
Telefon Bimbit / Mobile No. :

Verification Form of Journal Status

JOURNAL STATUS VERIFICATION SERVICE

The service aims to help UPM students and staff in selecting suitable academic journals for publication. The librarians will verify whether the journal is indexed in Scopus, Journal Citation Report (JCR) or Excellence in Research for Australia (ERA). The verification is important to ensure that high impact journals are chosen in publishing an academic article.

For any enquiries, please contact:

Liza Ab Llah
Senior Librarian
Research and Information Services Division
Perpustakaan Sultan Abdul Samad
43400 UPM Serdang
Tel: 03-9769 8655
Email: psas_sp@upm.edu.my



LIAISON LIBRARIANS

(Main Library)

Noor Syafini Zamani

Tel: 03-9769 8635

syafini@upm.edu.my

- Faculty of Modern Languages and Communication (FBMK)
- Faculty of Education Studies (FPP)
- Institute of Social Sciences (IPSAS)
- Centre for the Advancement of Language Competence (CALC)
- Foundation of Agricultural Sciences (ASPer)



Norazira Mohamed

Tel: 03-9769 1577

norazira@upm.edu.my

- Faculty of Science (FS)
- Faculty of Biotechnology and Biomolecular Sciences (FBSB)
- Institute of Biosciences (IBS)
- Institute for Mathematical Research (INSPEM)



Nabilah Mustapa

Tel: 03-9769 7586

nabilahmustapa@upm.edu.my

- Faculty of Agriculture (FP)
- Faculty of Forestry and Environment (FHAS)
- Institute of Tropical Forestry and Forest Products (INTROP)
- Institute Plantation Studies (IKP)
- International Institute of Aquaculture and Aquatic Sciences (I-AQUAS)



Rusniah Sayuti

Tel: 03-9769 8625

rusniah@upm.edu.my

- Faculty of Food Science and Technology (FSTM)
- Faculty of Computer Science & Information Technology (FSKTM)
- Halal Product Research Institute (IPPH)
- School of Graduate Studies (SGS)



Najah Mohd Ali

Tel: 03-9769 7945

najah@upm.edu.my

- Faculty of Human Ecology (FEM)
- School of Business and Economics (SPE)
- Institute of Tropical Agriculture and Food Security (ITAFoS)
- Putra Business School (PBS)



~ Feel Free to Reach Us | We Are Always Happy to Assist You ~

LIAISON LIBRARIANS

(Branch Libraries)

Siti Khairiah Yusof

Tel: 03-9769 8891

sitikhairiah@upm.edu.my

- Faculty of Design and Architecture (FRSB)
- Faculty of Engineering (FK)
- Institute of Nanoscience and Nanotechnology (ION2)



Akiza Roswati Abdullah

Tel: 03-9769 2361

akiza@upm.edu.my

- Faculty of Medicine and Health Sciences (FPSK)
- Malaysian Research Institute on Ageing (MyAgeing™)



Khairil Ridzuan Khahirullah

Tel: 03-9769 8604

khai_ridzuan@upm.edu.my

- Faculty of Veterinary Medicine (FPV)



Daisy Pawie

Tel: (6086)-855 296

daisy@upm.edu.my

- Faculty of Humanities, Management and Science (FKPS)



Surimah Basri

Tel: (6086)-855 297

surimah@upm.edu.my

- Faculty of Agricultural Science and Forestry (FSPH)



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Research Librarians

Prepare publication performance report of UPM and higher education institutions required by the Ministry, University top management, Faculties, Institutes, Centres and Department.

Provide publication performance report of UPM researcher/academician for employment, promotion or contract extension.

To assist Putra Science Park in conducting prior art search for intellectual property protection request.

Manage Research Information Portal contents to facilitate access to research information resources.

Provide face to face consultation and training sessions related to research/publication tools.

Conduct analysis/research to enhance library services.

RESEARCH LIBRARIANS

Dr. Zubaidah Ibrahlim
Tel: 03-9769 6947
baidah@upm.edu.my



Siti Noorhaniza Hamdan
Tel: 03-9769 8444
siti_noorhaniza@upm.edu.my



Nida Hidayati Ghazali
Tel: 03-9769 7596
nida@upm.edu.my



Liza Ab Llah
Tel: 03-9769 8655
ab_liza@upm.edu.my



Roziana Shamsuri
Tel: 03-9769 8634
rozianasham@upm.edu.my





TERIMA KASIH/*THANK YOU*

www.upm.edu.my

BERILMU BERBAKTI
WITH KNOWLEDGE WE SERVE